

JOB DESCRIPTION

Job Title:	Data Encoder
Reports to (Title):	Data Management Officer
Location:	Iloilo City (Region 6); Cebu City (Region 7)
Date:	By January 2024

POSITION SUMMARY

Reporting to the ICAP Data Management Officer (DMO), the Data Encoder will provide day-to-day support in ensuring data quality and timely entry/encoding of HIV information in OHASIS in ICAP supported health facilities in the Region. The employee will be required to work an average of 40 hours per week, distribution of such hours in identified ICAP supported facilities will be based on the current situation/needs of the facilities.

Responsibilities:

- Offer technical assistance to ICAP supported facilities in Region 6 or Region 7 to strengthen use of data capture system - One HIV, AIDS and STI Information System (OHASIS), organize and store data with attention to security and confidentiality.
- Review HTS forms and other data collection forms for completeness, legibility, and accuracy.
- Conduct data entry/encoding in OHASIS for the following forms: HTS Forms, PrEP Screening and Follow-up, ART Enrollment and Refills, and update Mortality, Viral Load, and other baseline laboratory results.
- Ensure that all forms are encoded in OHASIS before the monthly cut-off (every 5th day of the month).
- Maintain confidentiality when handling data-related tasks.
- Review and resolve data entry queries in OHASIS.
- Support the Data Management Officer in the Region in conducting Data Quality Assessment/Quality Improvement activities
- Support the SI Team in delivering facility-oriented support to ICAP supported facilities.

Education:

- Preferably College Level in any IT-related course



Qualifications:

- Knowledge of basic Microsoft Office Software specifically MS Excel and MS Word
- Experience in encoding Electronic Medical Records (EMR) or any related information systems
- Good communication and time management skills
- Ability to work with minimal supervision

Travel Requirements: As needed.

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